

DRAFT

**VIRGINIA FIRE SERVICES BOARD
October 14, 2005**

A regular meeting of the Virginia Fire Services Board was held at the READI Center in Loudoun County at 9:00am. Miss Lora Sharkey served as Chair.

BOARD MEMBERS PRESENT

Ed Altizer
Kenneth Brown
Gary Eads
Thomas Fuqua
Carl Garrison
Floyd Greene
J. Chris Kollman
Dennis Mitchell
Brian Mullins
Michael Reilly
Lora Sharkey – Chair
Richard Steinberg
Susan Williams

BOARD MEMBERS ABSENT

J. Chris Kollman

AGENCY MEMBERS PRESENT

Melvin Byrne
Scott Hechler
Buddy Hyde – VDFP Liaison
Nausheen Khan
Christy King
Christine Lopilato
Jennifer Wainwright

GUESTS PRESENT

Charlie Singleton

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the August 2005 meeting. With no changes to the minutes, the August 20, 2005 meeting minutes were approved.

CHANGES TO THE AGENDA

Unfinished Business:

B. Northern Neck Burn Building

New Business:

A. Meeting at State Chief's

B. Dept. of Forestry

PUBLIC COMMENTS

Loudoun County Chief welcomed the Board, staff, and guests to Loudoun County. They also thanked the Board for their Burn Building Grant which facilitated the completion of their burn building.

Steve Hood, Director of the READI Institute welcomed everyone to George Washington University and thanked all for coming. He explained the history and purpose of the READI Center to the audience.

Michael Burke of the Office of Emergency Medical Services wanted to identify himself as a resource for information if needed.

REPORT FROM THE EXECUTIVE DIRECTOR, VDFP

The Executive Director introduced Melvin Byrne and his staff at Loudoun County Division VII.

NIMS EO and Training

NIMS EO should be signed by the Governor any day now and the NIMS training is continuing. Over 10% of all NIMS IS 700 certificates issued nationwide are coming from Virginia.

National Pro-Board Accreditation on all of our heavy technical rescue classes to NFPA Standard 1006 which brings our total to 21 classes that are NBFSPQ accredited.

Pro-Board Registry has now been placed on 16,251 certificates. Anything received since 2003 has been registered in the system.

ACE Accreditation - We have just completed an ACE accreditation of our training classes it will work better with the higher education transfers in fire science, etc.

Regional Schools are running high numbers of students this year and funded training classes have gone from 320 in 2004 to over 600 in total schools for 2005.

NFPA 1403 Compliance program to roll out January 1, 2006. Letters will go out to fire chiefs and training officers.

Hurricane Support

5 to 6 VDFP staff were deployed to VEOC for EMAC assistance, LLO, and JIC duties during Hurricane Katrina and in preparation for Hurricane Ophelia. Our Division Chief Melvin Byrne was deployed to Mississippi for 14 days to assist the NoVA IMT 3 team.

Safer Grant Program

VDFP is still monitoring the SAFER program at the federal level and so far there have been no federal awards matching grant amount for award recipients in Virginia. The match is the 10% amount of the overall grant amount for the first year. The new DHS budget for FFY 06 is to appropriate SAFER funding by increasing 70% to 110 million, while funding the AFG at \$545 million. Last year's SAFER grant funding was \$65 million and our matching amount stands at \$250,000. Our staff is ready to receive the Virginia applications once the federal grants are awarded to Virginia departments.

Burn Building Progress

There are currently 9 new burn building projects and 4 repair projects. Blackstone project is complete and will have ceremony in this month. Mecklenburg County has completed most of the concrete work on both levels of their building. Loudoun County held their ground-breaking ceremony on October 29th. Ms. Christine Lopilato has now fully transitioned into the Grants and Local Aid duties of ATL and Burn Building Administration, as well as, welling out with other fiscal duties in the interim.

Mini-Grants and VFIRS Grants – 52 mini-grants were awarded for \$181,260 and 40 VFIRS grants were granted at \$1000 each.

VDFP Positions

Fire research analyst hired, curriculum developer interviews next week, division 4 chief vacancy close to being hired, procurement manager hiring process is open now, and division 1 assistant being hired.

New Virginia EOC is open with a ribbon cutting on October 14, 2005. We are looking forward to setting up ESF-4 with VDOF.

Fusion Center Involvement

We have secured approval to hire 1 full-time *Fire/Rescue Intelligence Analyst* position to place in the Virginia Fusion Center at the new VEOC. This position will belong to VDFP and will be a part of the fusion center team, along with, VSP and VDEM analysts.

Virginia FESHE/Professional Development

The Virginia Fire and Emergency Services higher education/professional development initiative is progressing nicely. The August 26 meeting established a certificate/associate focus group and they will work on future curriculum revisions. On Sept. 14, program reps from 7 VCCS colleges assembled a peer group meeting at VDFP HQ to come up with standardized curricula that will align with the FESHE national model. On Oct. 7, 2005 this associate degree focus group met with the representatives of the fire service stakeholders groups in Virginia. The proposed curriculum is aligned with the FESHE model and the group discussed making a few revisions that would actually exceed the FESHE model, but there was much discussion on and we discussed. Next steps requested: meet with each stakeholder group during October and November to discuss the proposed curriculum and reach a consensus on the model to send to the VCCS board. We are also starting a separate stakeholder group to address the high school fire programs, dual enrollment, etc.

Industrial Brigade Meetings

Meetings continue with the VFCA industrial committee and Tom Berry, Division 1 Chief to work on a revised training program. Group is meeting about every two months.

State HTR Teams

Establishing SOPs for the deployment of the 7 divisional heavy technical rescue teams. Our HTR classes have been accredited by NBFSPQ under NFPA 1006.

Vehicle Rescue Partnership

VDFP, OEMS, and VAVRS met this past week to review the MOU that was signed in Feb. 2005 and to equip the training trailers for standard instruction.

Highway Safety

VDFP is assembling a highway safety stakeholders group meeting to discuss training of our first responders and others present at a highway incident. Other agencies that will be involved include VDOT, VSP, OEMS, DCJS, VDEM, DMV, I-95 Coalition, and many others.

Public Outreach

Public outreach attending and participating in safety fairs across state in October/November including the state fair. AFG Fire Prevention grant was submitted to DHS for fire prevention and the smoke alarm program is moving forward after a couple of meetings.

Adjunct Instructor Status

The application process has been closed and 33 more instructors will be placed in the cadre for VDFP. We anticipate the adjunct pay increase to take place around the first of 2006, after the in-services are complete.

Needs Assessment

2005 Needs Assessment Survey was launched on our website for updates and after one week has already received a 31% response after 4 weeks. There are 4 more weeks for those who have not submitted yet. For more information, contact Jennifer Wainright.

Strategic Plan Town Hall Meetings statewide

We are holding town hall meetings to discuss and gain additional feedback for the strategic plan during the month of November. We have already conducted those meetings in Loudoun, Orange, Glen Allen, and Farmville. Still left are Hampton, Roanoke, and Marion.

We will be using staff from our executive leadership team to attend these meetings and gather feedback throughout the state.

2005 Governor's Fire Service Awards

8 categories will be awarded at the VFCA Expo & Symposium in February 2006.

Partnership with OEMS

VDFP/OEMS are having quarterly staff meetings, and we have planned to attend each other's board meetings, MOU for the bookstore is almost ready to sign. VDFP included on the EMS symposium planning committee for 2006.

Volunteer/Combination Officer's Section Summit – was on August 27 & 28, 2005.

This year's event in Charlottesville was attended by 80+ fire service and government officials. VCOS planning for next year has started. Partners will be Hanover & Albemarle, VDFP, VACO, VFCA. We hope to include OEMS and VML next year.

Fire Corps marketing effort underway with new brochures made in the public affairs and education shop.

Revised Fire Officer III curriculum has been approved by the VFSB. Motorsports program will go before the VFSB in December.

Upcoming events

Equity Conference planning meeting on Nov. 16, 2005 at Henrico, and Equity Stakeholders meeting on Dec. 9th at VDFP Headquarters.

Next VDFP/VDEM Stakeholders Summit on Nov. 17, 2005 at Virginia Department of Game and Inland Fisheries on Broad Street.

Public Outreach Conference at Sheraton Richmond West Nov. 14 -17, 2005.

COMMENTS FROM THE CHAIR, VFSB

It was mentioned that on October 29th at 12:00pm, the Ground Breaking Ceremony for Loudoun County will occur. It was suggested to have a Board member attend this ceremony for representation.

It was also suggested to give some thought about meeting sites for 2006. The only bid thus far is for the April meeting in Southville.

The Chairman explained the due revision of the Memo of Understanding between VDFP and VFSB. A few Board members volunteered for this committee to meet soon.

The Chairman thanked those members who have volunteered to attend Town Hall meetings. She also introduced new appointees to the VFSB: Mr. Floyd Thomas of Bowling Green and Mr. Robert Fahey of Norfolk, both of whom were unable to attend this Board meeting.

REPORT FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

Topic: Class Size Requirements

Motion: None

Discussion: It was discussed whether or not there should be a minimum requirement for the number of students attending courses.

Vote: None

Action: None

Topic: FAAC Inc. Driver Simulator Demonstrator

Motion: None

Discussion: A representative from the FAAC Inc. gave a presentation on the history and purpose of their simulators. An experiment in New York showed reduced vehicle accidents at intersections by 38%.

Vote: Motion carried

Action: None

Topic: Report on Attorney General's review of Burn Building Policy Revision

Motion: Approve VFSB Burn Building Policy with additions/changes recommend by the Attorney General's office.

Discussion: None

Vote: Motion carries

Action: Approve VFSB Burn Building Policy with additions/changes recommend by the Attorney General's office.

Topic: Gloucester County use of Non-Galvanized Material

Motion: To approve Gloucester County's request to allow the use (waiver) of non-galvanized material with the understanding that the locality will be responsible for any repairs to this material.

Discussion: Some board members did not support the motion due to the unsafe circumstances of the non-galvanized material. This material tends to have a higher likelihood of rusting. Other board members did not feel the need for the locality to use galvanized material due to a lack of financial resources. It was suggested to communicate to the locality. The Finance committee supports the motion.

Vote: Motion defeated

Action: None

Topic: Gloucester to use Subjected Automatic Control Unit

Motion: To allow Gloucester County to utilize a "subjective" Automatic Control System for gas fired burn unit.

Discussion: None

Vote: Motion carried

Action: Allow Gloucester County to utilize a "subjective" Automatic Control System for gas fired burn unit.

Topic: Revised Fire Officer III Program

Motion: Accept the revised Fire Officer III program as an approved certification class.

Discussion: None

Vote: Motion carries

Action: Accept the revised Fire Officer III program as an approved certification class.

The Board recessed at 10:10am

The Board reconvened at 10:20am

REPORT FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

The Code Change and Sub-development Committee reported that the International Code for the 2003 edition is completed, and that November 16th is the formal completion date.

It was mentioned that the committee is looking to revise the inspector program to match the 2003 edition of the code. As of now, 16,251 firefighters have been registered.

Topic: Training Mini-Grants

Motion: Move that we approve 37 mini-grant requests in the amount of \$181,260.74

Discussion: It was reported that a few board members and agency staff met on Oct. 6th for a mini-grant workshop. There were 52 applications total and 37 were approved. It was also mentioned that only 2 members of the committee were present so it was not an 'official' meeting.

Vote: Motion carried

Action: 37 mini-grant requests approved for funding

Topic: Training Mini-Grants from the Interest Fund

Motion: Request an additional \$81,260.74 from the interest fund for the mini-grant requests

Discussion: The use of the un-obligated Interest Fund was discussed.

Vote: Motion carried

Action: \$81,260.74 from the interest fund to be used for the mini-grants

Topic: VFIRS

Motion: Appropriate and additional \$6,000 for funding the VFIRS Program. This would make all applicants with a rating scale of "0" or better

equal funding of \$1,000 per department with the exception of the police department.

Discussion: A concern was brought up about the possible lack of equity in grading the localities, particularly in regards to applications not being received by the deadline.

Amendment: Change the additional award amount for VFIRS Grants from \$6,000 to \$15,000 to award all requests.

Discussion: The Finance Committee supports the amendment, as the additional \$9,000 is available in the fund. Other members feel that this decision can impact other deadlines involved applications.

Vote: Motion carries

Action: Amendment passes

Vote: Motion carries

Action: Allocate \$15,000 to fund the VFIRS program.

REPORT FROM THE COMMITTEE ON ADMINISTRATION, POLICY & FINANCE

Topic: Interest Fund

Motion: Transfer \$245,290 from the un-obligated interest fund to the Burn Building Repair and Reconstruction Category

Discussion: Discussion ensued regarding the use and purpose of funds transferring to the burn building fund.

Vote: Motion carries

Action: To bring to the Full Board for approval

Topic: Cash on Hand

Motion: Approve Budget Spending Plan as presented.

Discussion: These funds will go towards completing programs, such as VFIRS. Discussion ensued regarding the benefits of taking advantage of these un-obligated funds.

Vote: Motion carries

Action: Budget Spending Plan approved

UNFINISHED BUSINESS

Topic: Status of Fire & Rescue Studies

Motion: None

Discussion: It was reported that Caroline County has been studied, and the Campbell County study is also progressing well. The Pittsylvania study is difficult to study due its large size; however surveys have been completed in many of the departments. Agency staff is also working diligently to have presentation ready by November 17th.

Vote: None

Action:

Topic: Northern Neck Burn Building

Motion: None

Discussion: Jerry Davis and other administrators of the Northern Neck district reported on their burn building application. They reported that a 20 year lease has been approved on their building site lease, and the structural engineer for A&E work has also been signed on.

Board members brought up concerns about the need of a water line and other fire-related details that the administrators cannot currently respond to due to the fact that a fire representative was not present to answer questions. The Board expressed their awareness of the need for a burn building in that specific geographic location in respect to the state.

It was reported by agency staff that the district cannot expect to be funded until fiscal year 2007 due to the lack of financial resources at this time.

Vote: None

Action: None

Topic: VFSB Policy Book

Motion: None

Discussion: The agency has been staffed with formulating a resource guide including all the policies that the Board administers. This will be used at Board meetings as a quick reference guide during times of deliberation.

Vote: None

Action: None

NEW BUSINESS

Topic: February Meeting

Motion: None

Discussion: It was suggested to change the meetings days and times of the February 24th-25th meeting to Friday and Saturday due to other scheduled activities planned for the Mid-Atlantic Symposium. The committee meetings schedule is: Education & Training: 9am, Prevention & Control: 11am, and Administration, Policy & Finance: 1pm. The full board meeting on Saturday will begin at 10:30am.

Vote: None

Action: None

Topic: Department of Forestry Fire Update

Motion: None

Discussion: The board member representing the Department of Forestry (DOF) gave a report on the relief efforts associated with the hurricanes in the Gulf Coast. Because of the adverse environmental conditions hampering relief efforts, Virginia had dispatched teams of skilled foresters to the Gulf Coast but recently, brought back the teams due to Virginia's own fears of a potentially unpleasant forest fire season. It was reported that Virginia's drought index is between 513 and 679 with an average of 610, with 800 being the highest, equivalent to a dessert. In 2001 the drought index was 405, causing the worst forest fires in the history of Virginia. The DOF is preparing for the draught season and wanted to keep the fire services aware of the threat of potential forest fires.

Vote: None

Action: None

Topic: Sign Burn Building Policy

Motion: None

Discussion: The Executive Director of the VDFP and the Chairman of the VFSB signed the revised Burn Building Policy.

Vote: None

Action: Burn Building Policy Signed by the Executive Director of the VDFP and the Chairman of the VFSB

ADJOURNMENT

The Committee adjourned at 12:14pm

Clerk of the Committee
Nausheen I. Khan

REVIEWED BY:

Aubrey "Buddy" Hyde, Jr., Executive Director,
VDFP

Date

Enclosures:

1. – VFSB Burn Building Policy *[signed]*